

HOW TO TAKE A SCREEN SHOT ON A MAC

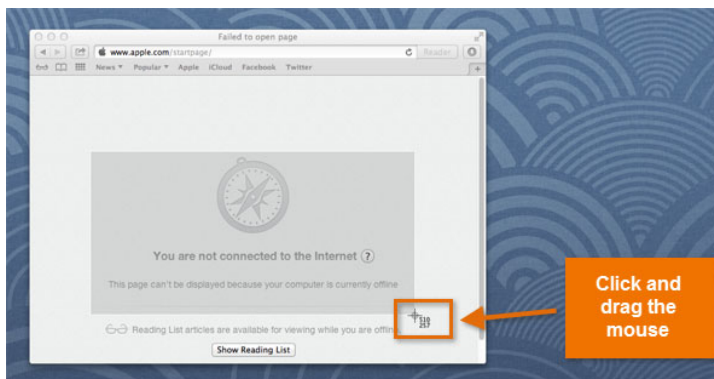
1) On the keyboard, press COMMAND + SHIFT + 4 **AT THE SAME TIME**.



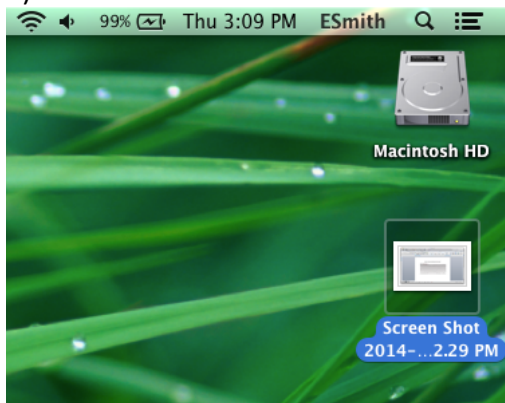
2) The cursor will then change to a cross hair with pixel numbers.



3) Click and hold down while dragging across the area of the screen you want to screen shot. Let go when you have highlighted the desired area.



4) You will hear a camera click and the JPG file will be sent to the desktop.



HOW TO TAKE A SCREEN SHOT ON A PC

1) On the keyboard, press SHIFT + PRT SCR (print screen) **AT THE SAME TIME.**

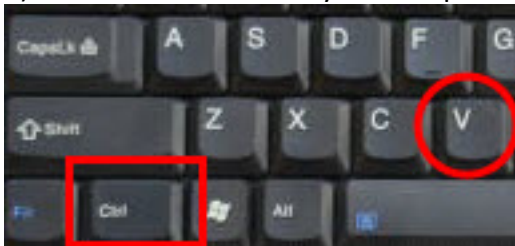


2) An image of your screen will be sent to your « Clipboard »

3) Open the application « Paint »



4) Paste the contents of your « Clipboard » to a new « Paint » file by pressing CTRL + V



5) Save the file and attach to an email message.